MISSISSIPPI WIRELESS COMMUNICATION COMMISSION

August 4, 2005 Meeting Minutes

Place: MDOT Administration Building Auditorium

Meeting was called to order at 1:30 pm by Chairman George Phillips.

Commission Members Present:

MDOC	Chris Epps
Mississippi Fire Chiefs' Association	Tom Lariviere
Supervisors Association	Joel Yelverton
Department of ITS	David Litchliter
Mississippi Department of Health	Brian Amy
Mississippi DPS	George Phillips
Mississippi Highway Patrol	Marvin Curtis
Mississippi Homeland Security	Ed Worthington
Mississippi DOT	Willie Huff
MDEQ	Charles Chisolm
Mississippi Municipal League	Gene McGee
Mississippi Emergency Management	Charlie Smith (representing Tom McAllister)
Mississippi National Guard	Lee Smithson

Advisory Members Present:

Representative Clayton Smith	Senator Jack Gordon
Representative Johnny Stringer	Senator Robert Huggins
Representative Tyrone Ellis	
Representative Percy Watson	

Chairman George Phillips called the meeting to order at 1:30 pm. A motion was made to dismiss the reading of the minutes and accept them as written. The motion passed with none opposed. Chairman Phillips stated there will be extra meetings in the next months.

Willie Huff informed everyone that applications are available to those who want to be able to park in the MDOT garage for the meetings. Mr. Huff then introduced Jack Duncan from Buford Goff and Associates for the presentation.

Buford Goff and Associates is located in Columbia, South Carolina. They are comprised of a forty-member staff and are registered professionally in thirty-six states. The company has four departments: Communications, Security, Mechanical, and Electrical. Buford Goff and Associates is currently working on the MSWIN project with the Department of Corrections and ITS. The company provides its clients with innovative solutions including: competitive procurement, owner integration, functional specifications vs. technical specifications, design build, standardized specifications for commodities, conformed contract development, FCC licensing, and technology upgrades. Mr. Duncan explained four things that are needed for successful project implementation: planning, procurement, construction and installation, and operations. The critical success factors of a project are user support, managing user expectations, project team empowerment, frequency planning and FCC licensing, site viability

and acquisition, and user training. Mr. Duncan explained that technology is rarely the cause of project failure. The regulatory considerations are those of FCC and FAA, environmental requirements, regional coordinating, interoperability requirements, and state and local zoning. There are several methods of interoperability. Shared system and system specific roaming are the most useful. The models for government interoperability are single owner entity, regional, and individual IGA. Mr. Duncan explained that there are several methods for funding. The system can have an owner to pay all expenses, it may be paid by prorate share, which Mr. Duncan does not recommend, or systems may be leased.

The floor was opened for questions. David Litchliter asked Mr. Duncan what he believes is the cause of most failures. Mr. Duncan responded with a slide that listed possible causes: not having a project champion, poor communication with the legislature, failure to promote the project, having a Boiler Plate contract, regulatory issues, being under-staffed, improperly scoped project, functional requirements, and participation by other agencies and local governments. Chairman Phillips asked that Mr. Duncan stay after the meeting for any other questions.

Chairman Phillips stated that he would like to divide into committees to handle business. One such committee would deal with approvals of expenses related to wireless systems. Chairman Phillips asked for a motion to establish such a committee and put a dollar limit on system expenses. Ed Worthington asked if this would include data because many of the counties on the coast would like to join in on ASP. Chairman Phillips answered that he hoped the dollar limit would be high enough so as to exclude ASP from needing approval. He also stated that ASP is different because it is law-enforcement owned. Chris Epps made the motion to form a committee to make policies and procedures for handling routine approvals and have the commission set a dollar limit on system expenses. Marvin Curtis seconded the motion and it passed with none opposed.

Chairman Phillips stated that the Commission should set a dollar limit that may be updated later. He suggested that the committee be allowed to approve anything under $100,000.00 and anything over that amount would need to go before the Commission for approval. Representative Tyrone Ellis expressed a concern that projects, regardless of cost, do not need to go beyond the scope of what the commission is trying to accomplish. Chairman Phillips agreed that the committee will need to look at what the project is for and not just at how much is being spent. Willie Huff stated that projects should not go outside the scope of maintenance, which means no new systems, and place a $175,000.00 limit on cost. Senator Jack Gordon expressed a concern about new projects that are half-way finished; would they be allowed to finish? Chairman Phillips agreed that the Commission should not stop projects in progress. Willie Huff asked the question of how to determine what is half-way finished. Chairman Phillips stated that the Commission must comply with the law and do the best that it can. David Litchliter stated that the Commission would not need to hear about regular operating costs and maintenance. Chairman Phillips stated that the committee would need to come back with wording for exempt items of cost and asked for a motion on a dollar limit. David Litchliter made the motion to set the dollar limit at $250,000.00. Willie Huff stated that the EPL called for $100,000.00. David Litchliter stated that the limit for ITS approval is $250,000.00 and that is why he chose that figure. The motion was seconded by Gene McGee and passed with none opposed.

Joel Yelverton brought up the question of whether or not the Commission needed to go through the Administrative Procedures Act. Chairman Phillips stated that the Attorney General's office has been contacted and will give an official opinion.

Chairman Phillips announced the committee members as Joel Yelverton, Gene McGee, Charles Chisolm, Tom Lariviere, and Ed Worthington. He stated that he understands everyone has a full-time job already, and it will be okay for people to rotate off of these committees. David Litchliter stated that he would be happy to provide staff for the committee's use. Chairman Phillips urged the committee to use ITS.

Chairman Phillips discussed the formation of an executive committee to conduct routine business. This would be a five person committee, and meetings of the committee would be open to everyone unless the committee went into executive session. Chris Epps made the motion to form the committee. Ed Worthington seconded the motion, and it passed with none opposed. Chairman Phillips announced the committee members as himself, Joel Yelverton, Chris Epps, Willie Huff, and Robert Latham.

Chairman Phillips addressed the topic of how to contact vendors that might be interested in giving a presentation, and he wants the Commission to be open and accessible to anyone wanting to make a proposal. Willie Huff stated that all cellular vendors should be notified and suggested a legal advertisement be placed in the newspapers. Mr. Huff also reminded everyone that any vendor can participate in the RFP even if they are not giving a presentation to the Commission. Gene McGee asked David Litchliter if ITS has a list of vendors. Mr. Litchliter replied that it does. It was discussed that everyone on the ITS vendor list should receive notification.

Chairman Phillips asked the Commission if the vendors' topics should be limited or left up to them. Willie Huff stated that a time limit should be given and a brief outline. David Litchliter stated that the vendors will educate the Commission, and the Commission should let them know certain issues that it would like to hear about. Mr. Litchliter suggested that the Commission members communicate though email to collect a list of topics to use in the notification. Charles Chisolm stated that the Commission should establish purpose and goals for the vendors.

Chairman Phillips stated that a time limit is important and asked for a limit to be set. David Litchliter stated that the vendors he had spoken with would like an hour and a half. Chairman Phillips stated that the Commission would only be able to hear one vendor per meeting if that amount of time is allowed. Willie Huff suggested the Commission spend one day with vendor presentations in the morning, lunch and afternoon. Mr. Huff expressed a concern that if the Commission waits too long between vendors, the members of the Commission will not be able to recall what each vendor has presented. Chairman Phillips explained that the idea is good, but finding a time when everyone can take a whole day to do that will be a challenge. Representative Tyrone Ellis stated that it is a good idea to have a vendor day and not stretch the presentations out for a long period of time. Mr. Ellis stated that a called meeting should be used instead of a regular meeting. David Litchliter proposed that vendors of different types be scheduled together. Representative Tyrone Ellis stated that many members had to travel to the meetings and that should be taken into consideration. Chairman Phillips scheduled the meetings for the afternoon of August 31st, beginning at 1:30, and the morning of September 1st beginning at 9:00 for vendor presentations, and have the regular meeting the afternoon of September 1st. David Litchliter reminded everyone to send emails regarding topics for vendors.

Chairman Phillips asked for further business and adjourned the meeting at 3:00.